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0 PM History file

29 January 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 20-250-5

SUBJECT: Documentation of Personnel Records Following Table of
Organization Changes

1. GENERAL

- a. The following guidelines and responsibilities are outlined to reduce the number of personnel actions and record changes resulting from issuance of new or revised Tables of Organization (T/O).
- b. When a position number is changed as the result of a T/O change, the operating component will initiate SF-52: Request for Personnel Action, for the individual concerned to reassign, promote, change to lower grade, effect personal rank assignment, increase basic minimum salary rate, etc., as appropriate. The incumbent of a position for which the number is unchanged following a T/O change will remain assigned to that position. Record adjustments reflecting minor changes in position titles and occupational codes will be initiated and processed by Records and Services Division.

2. RESPONSIBILITIES

a. POSITION EVALUATION DIVISION

- (1) The Position Evaluation Division (PED) will assign new numbers to positions when processing T/O change requests under the following circumstances:
 - (a) The new positions cannot be readily identified with previously established positions;
 - (b) Major changes occur to the functions and qualification requirements of the previous positions; and
 - (c) Some identification may be apparent between positions on new or changed T/O's to previously established positions, but the changes are such that administrative actions or approvals are required to retain the previously assigned incumbents. Thus, new position numbers will be assigned when changes in positions affect allotments, organization unit position number codes, basic minimum salary rates, qualification requirements at each grade, and similar changes.

DOCUMENT NO. _____

NO CHANGE IN CLASS ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS 30 2011

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- (2) Previously assigned position numbers will be retained when none of the changes described in paragraph 2a(1) above are involved, and the changes consist only of:
- (a) New organization designations;
 - (b) New position titles, classification series, and/or grades with no significant changes in functions or qualification requirements; and
 - (c) Transfer of positions to new organization locations.

b. RECORDS AND SERVICES DIVISION

The Records and Services Division (RSD) will initiate and process the adjustment of manual and machine records to reflect personnel status changes and T/O changes indicated in paragraph 2a(2) above, upon receipt of Form 261: T/O Change Authorization(s).

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Gordon M. Stewart
Director of Personnel

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